

BULVERDE AREA RURAL LIBRARY DISTRICT
Regular Monthly Session
October 20, 2022

CALL TO ORDER

Donna Harris, President, called the Board of Trustees' Regular Monthly Session to order at 9:30 a.m.

QUORUM

Board Trustees Donna Harris, President, Dale Pillow, Vice President, Deborah (Debbie) Neubauer, Treasurer, Michele Grauerholz, Secretary, and Judith Fleming, Trustee at Large were present and constituted a quorum. Also present were Pat Rodriguez, President of the BARLD Foundation, and Linda Quintero, Treasurer of the Friends of the BARLD, Bev Lemes, Lori Mammen, and Tom Hackleman from Vantage Realty Group. Susan Herr, Library Director arrived at 10 am.

1. Public Comments

There was no input from the general public.

2. Discussion/Action Item from the Friends of the Library (Linda Quintero)

Book & Author raised \$1333 and the Big Give raised \$3765. Planning continues for the November 11th Veterans Day program, highlighting Wreaths across America. There will be a membership drive in November. There are 28 people signed up for the November 1st trip to Fredericksburg. The December 1st Holiday Tea planning meeting is October 21st. A 2023 budget planning meeting will take place in November. The FOL annual meeting will be January 26th.

3. Discussion/Action Item from the Foundation of the Library (Pat Rodriguez)

The Foundation continues work on their website. The strategic plan expires at the end of the year and work will begin on future goal planning. The Foundation will celebrate 10 years in 2023.

4. Discussion/Action Item on Trustee reports from other meetings attended

Dale and Judith attended the Bulverde Spring Branch Economic Development Foundation meeting. Dale publicized the many activities at the library and encouraged businesses to participate in Wreaths Across America. Dale attended the Grants Committee to discuss grants that may be submitted during the 2023 cycle. Grants that are chosen will be included in the 2023 FOL budget as projected income.

5. Approval of Minutes – September 15, 2022 Regular Meeting

Michele made a motion to approve the minutes of the BARLD Regular Monthly Meeting on September 15, 2022. Dale seconded and the motion passed unanimously.

6. Discussion/Action Item on Financial Report (Debbie Neubauer)

Debbie Neubauer presented the following reports:

- September 2022 Balance and Interest sheet per Institution/Account, and monthly total sums, dated September, 2022; prepared and signed by Debbie Neubauer.
- Bulverde Area Rural Library District Profit and Loss Statement with Bills, Budget Performance 2022-2023, with Year-To-Date and Monthly overviews, dated September 2022; prepared and signed by Debbie Neubauer.

- Beginning/Ending Balances and Interest for First Quarter (July-Sept.), dated September 2022, prepared and signed by Debbie Neubauer.

Debbie made a motion to approve the Quarterly Investment Report of Public Funds for the BARLD. Dale seconded and the motion passed unanimously.

7. Discussion/Action Item on credit card bill for library (Debbie Neubauer)
Debbie made a motion to approve the Chase Credit Card bill in the amount of \$ 8,296.61 paid automatically via online banking. Dale seconded, and the motion passed unanimously.
8. Discussion/Action Item on to approve Financial/Investment policy (Debbie Neubauer)
Debbie made a motion to approve the current banking changes, as part of the already approved Financial/Investment policy. Dale seconded and the motion passed unanimously.
9. Discussion/Action Item on Library Director's Report (Susan Herr)
Marc Dunlap is the new Technology Instruction and Marketing Specialist. The Staff Appreciation lunch will be November 22nd. FOL, the Foundation and the BARLD board will supply lunch at 12:30. FOL will order pizza, and the board (Donna) will bring salads. The library is now open until 8 pm on Thursday. Susan will determine the need for additional extended hours.
10. Discussion/Action Item on extending the annual audit (Susan Herr)
The annual audit is underway. Debbie made a motion to approve an extension for the approval of the annual audit when the final report is presented in November. Dale seconded and the motion passed unanimously.
11. Discussion/Action Item on LOI for 143 Bulverde Crossing (Tom Hackleman)
The closing date for purchase of the property will be on or before October 25th. Original closing documents will be delivered to the library by the title company as soon as possible after closing.
12. Discussion/Action Item on outreach lockers (Donna Harris/Susan Herr)
A proposed grant will be written in collaboration with the Bulverde Spring Branch Activity Center to purchase two lockers. The first will be located across from the existing library dropbox to provide for monitoring and troubleshooting. A second will be located at the Activity Center.
13. Discussion/Action Item on Upcoming Planning Calendar (Donna Harris)
Michele will provide Conflict of Interest documents for Board members to sign in November.
14. Discussion/Action Item on Public Policy Section 10 and Att P-11 Statement of Concern about Library Materials (Susan Herr)
Susan presented proposed changes to the Public Policy Section 10 and Att P-11 Statement of Concern about Library Materials. Dale Pillow made a motion to approve changes. Debbie seconded and the motion passed unanimously.
15. Discussion/Action Item to schedule next Trustee meeting on November 17, 2022
The next Trustee meeting will be on November 17, 2022 at 9:30 am.

Donna Harris suspended the Regular Monthly Session of the Board of Trustees at 10:30 am, for a Closed Session to discuss a personnel matter.

16. Closed Session

Meeting was called to order by Donna Harris at 10:30 am, with all Board members present, as well as Susan Herr. Donna Harris adjourned the Closed session at 10:35 am.

The Regular Monthly Session was resumed by Donna Harris at 10:35 am, with all Board members present, as well as Susan Herr.

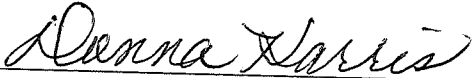
Adjourn:

Donna Harris adjourned the Regular Monthly Session of the Board of Trustees' meeting at 10:35 a.m.

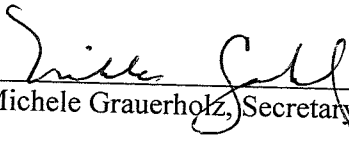
Respectfully submitted,

Michele Grauerholz, Secretary

Approved:



Donna Harris, President



Michele Grauerholz, Secretary